



GEORGIA BUREAU OF INVESTIGATION  
JOB VACANCY NOTIFICATION #15-023

**POSTED:** December 5, 2014

**DEADLINE:** December 19, 2014

**JOB TITLE:** Program Manager  
**JOB CODE:** 60714  
**PAY GRADE:** 14  
**POSITION NUMBER:** 207852 (***This is a grant funded position***)

**LOCATION:** Child Fatality Review (CFR) Program  
GBI Headquarters  
Decatur, Georgia

**ANNUAL SALARY:** \$40,000/yr.

The Child Fatality Review (CFR) program is responsible for developing, monitoring, advising, evaluating, and training CFR committees on the program services surrounding the CFR program which is responsible for monitoring child deaths within the State of Georgia. **This position will be supported by the CDC Sudden Death of the Young Grant. The anticipated start date for this position is March 16, 2015.** This position will be eliminated when grant funding has been expended, if state funding is not available.

**DUTIES AND RESPONSIBILITIES:**

This position will perform data analyses, evaluations, and conduct organizational studies on current operations of CFR program services. Provide technical assistance, consultation, staff development and training to managers and staff, as well as consulting with other public and private agencies. Contribute to the planning, development, and implementation of fatality prevention programs statewide. Collect, advise, analyze, and evaluate county performance of programs for compliance with state and/or federal guidelines to ensure quality of services and compliance guidelines. Write annual report for CFR Panel.

**MINIMUM QUALIFICATIONS**

Completion of a Bachelor's degree from an accredited college or university.

**OR**

One year of experience at the lower level or position equivalent (GSP010 - PS: Operations Analyst (EL)).

**OR**

Four years of related experience in the area of program management to include planning, development, and implementation of programs.

**Preferred Qualifications:**

In addition to the minimum qualifications, preference will be given to applicants with work experience in one or more of the following:

- One or more years of experience with program management to include: planning, compliance, developing, monitoring, evaluations, and/or training of a program(s)
- One or more years of experience with writing annual reports
- Proficient in MS Office Products

**VACANCY OPEN TO ALL QUALIFIED APPLICANTS**

**TO APPLY:**

**SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation  
Attn: Office of Human Resources  
P. O. Box 370808  
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ The Job Vacancy Number, located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ **Applications should be filled out carefully and completely. Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening. Click the following link for a list of [GBI Employment Disqualifiers](#).

**All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement**

**THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER**